



FIRE CAPTAIN (Fire)

Class Code:
CP

CITY OF SURPRISE
Established Date: Jul 1, 2014
Revision Date: Jul 17, 2014

SALARY RANGE

\$24.27 - \$29.53 Hourly

The hiring salary is \$24.27 per hour

Job Title: FIRE CAPTAIN
Department: Fire Department
Reports To: Battalion Chief
FLSA Status: Non-Exempt
Job Status: Full-time; Classified
Pay Grade: CP

SUMMARY

To supervise and oversee a fire company, including activities involving fire suppression, emergency rescue, fire inspection, fire investigation, and training. Provide staff assistance to the Battalion Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Customer Service
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned shift; implement policies and procedures
- Plan and execute work assignments of fire personnel in an assigned company
- Direct fire fighting and rescue operations until relieved by a superior officer; respond to fire alarms as an incident commander, assuming responsibility for supervision, performance and safety of assigned fire fighting personnel on the scene of an emergency incident
- Supervise and assist in rendering first aid at an emergency incident
- Direct the cleaning of quarters, equipment, and apparatus at the fire station
- Perform a wide variety of general staff work as assigned
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures
- Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as hydrants, trucks, and support equipment
- Obtain and otherwise preserve evidence at a fire scene
- Participate in the selection of staff; participate in monitoring employee performance objectives; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures
- Supervise and participate in the inspection of buildings and installations for fire

hazards and fire safety systems as required by State law and City ordinances

- Identify the fire training needs of company personnel including such areas as driving and operating equipment; ensure that necessary training is provided
- Prepare reports, forms, recommendations and other required administrative procedures for the company
- Assist other management staff in maintaining and improving upon the operation of the department
- Perform public speaking duties as part of the department's public education programs
- Maintains regular attendance and punctuality
- Perform related duties as assigned

SUPERVISORY RESPONSIBILITIES

Exercises supervision of personnel in related area of responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Principles, practices, and procedures of modern fire fighting
- Rules, regulations, and operational procedures of the Fire Department in modern fire fighting activities
- Principles and practices of supervision and training
- Local geography, including the location of water mains and hydrants, and the major fire hazards of the City

Ability to:

- Conduct preliminary fact-finding inspections and investigations, including evidence gathering
- Operate apparatus and equipment used in modern fire fighting activities
- Prepare and recommend a budget
- Supervise, train, and evaluate assigned staff
- Instruct and lead fire training sessions and courses
- Establish and maintain effective working relationships with those contacted in the course of work
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Write routine reports and correspondence
- Speak effectively before groups of customers or employees of organization
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Compute rate, ratio, and percent and to draw and interpret bar graphs
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; five years of municipal fire suppression and prevention experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid EMT certificate.

Possession of, or ability to obtain, an appropriate, valid Fire Fighter's certificate.
Must have at the time of hire and be able to maintain a valid Arizona driver license..
State of Arizona Officer I Certification within five years of promotion.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually loud.

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

_____ **Date** _____



CITY OF SURPRISE
Revision Date: Jun 12, 2014

FIRE ENGINEER (Fire)

Class Code:
E

SALARY RANGE

\$21.62 - \$24.31 Hourly

The hiring salary is \$21.62 per hour

Job Title: FIRE ENGINEER

Department: Fire Department

Reports To: Fire Captain

FLSA Status: Non-Exempt

Job Status: Full-time; Classified

Pay Grade: E

SUMMARY

To operate and maintain a variety of fire apparatus and fire fighting equipment; to participate in fire fighting activities, emergency medical services, fire prevention inspections, and training. Perform mechanical maintenance on vehicles, equipment and apparatus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Drive fire-pumping apparatus to alarms and operate pump at the fire scene; regulate water pressure through hose lines
- Operate and oversee the use of numerous types of vehicles, equipment, tools, and apparatus
- Inspect vehicles, equipment, and apparatus; perform maintenance and minor repair work; identify the need for major repairs
- Assist with training personnel in the operation and maintenance of vehicles, equipment and apparatus
- Respond to emergency calls to protect life and property; fight fires, provide medical assistance, and perform rescue operations
- Assist paramedics at medical emergencies; apply techniques for the control of bleeding; utilize immobilization techniques to stabilize patient
- Participate in fire inspections and other fire prevention activities
- Participate in drills and other training activities
- Participate in station maintenance and repair work
- Maintain and update department maps, run cards, and equipment records
- Maintain awareness of City geography and the water system
- Prepare reports with respect to work operations
- Operate radio equipment
- Maintains regular attendance and punctuality
- Perform related duties as assigned

SUPERVISORY RESPONSIBILITIES

Exercises supervision of personnel in related area of responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Principles, practices, and procedures of modern fire fighting
- Principles of mechanics, hydraulics, and mathematics as related to fire engineer duties
- Purposes and uses of a variety of vehicles, equipment, tools, and apparatus used in fire fighting, rescue, and medical assistance operations
- Principles of mathematics as related to Fire Engineer duties, i.e. fire hydraulic calculations
- Advanced first aid, C.P.R., and other medical assistance techniques

Ability to:

- effectively and safely drive and operate the full range of fire apparatus and equipment used by the department
- Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes
- Demonstrate a high degree of mechanical aptitude
- Establish and maintain effective working relationships with those contacted in the course of work
- Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals
- Write routine reports and correspondence
- Speak effectively before groups of customers or employees of organization
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Compute rate, ratio, and percent and to draw and interpret bar graphs
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE

High School diploma or G.E.D.; three years municipal fire suppression experience, college level fire apparatus and fire hydraulics, successful completion of departmental drivers training program.

CERTIFICATIONS

Possession of or ability to obtain a valid EMT certificate

Possession of or ability to obtain, an appropriate, valid Fire Fighter's certificate

Possession of and ability to maintain, an appropriate, valid Arizona driver license accompanied by a 36-month driving record from the Department of Motor Vehicles

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.

The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration.

The noise level in the work environment is usually loud.

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

_____ **Date** _____



BATTALION CHIEF (Fire)

Class Code:
BC

CITY OF SURPRISE
Established Date: Oct 20, 2014
Revision Date: Oct 20, 2014

SALARY RANGE

\$31.01 - \$39.24 Hourly

The hiring salary range starts at \$31.01 per hour

Job Title: BATTALION CHIEF

Department: Fire

Reports To: Assistant Fire Chief

FLSA Status: Non-Exempt

Job Status: Full-time; Non Classified

Pay Grade: BC

SUMMARY

To perform a wide variety of administrative and managerial duties for the Fire Department; to serve as chief field officer in directing the response and readiness of multiple fire companies; administers all functions of a specific division or functional area of the Fire Department such as EMS, personnel management, budget, training or coordination of the Haz-Mat response team; and to provide technical and responsible staff assistance to the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Communicate with supervisors and subordinates both in writing and verbally on a daily basis
- Recommend goals and objectives; assist in the development of and implement policies and procedures
- Share information and experience with supervisor and subordinates
- Develop and implement work schedules including fire prevention and inspection, training, maintenance, and public relations activities
- Manage and deploy Department volunteers, including the Chaplain and Crisis Response personnel
- Work with other management staff to maintain, revise, or improve the overall operations of the department
- Prepare the budget of assigned area of command; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies. Administer the approved budget
- Interpret and apply departmental policies and procedures; enforce staff compliance.
- Prepare and review forms, reports, schedules, recommendations and other administrative records related to fire suppression, prevention and emergency medical services

- Participate in recommending the appointment of personnel; participate in establishing and monitoring employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations
- Respond to alarms as required by departmental policy; act as incident commander unless relieved by a superior officer
- Prepare special research reports and develop programs as assigned including public education
- Perform public speaking duties at civic functions, community meetings, groups and schools as assigned
- Assist on special projects as assigned
- May serve as Public Information Officer for the Department
- Attend professional meetings, workshops and conferences
- May work a 56 or 40-hour work schedule
- Maintains regular attendance and punctuality
- Performs other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES

Exercises supervision of personnel in related area of responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Modern Fire Suppression, prevention, administrative principles, methods, practices and techniques
- Rules, regulations and operational procedures of the Fire Department related to modern fire fighting activities
- Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities
- Principles and practices of supervision, training and personnel management
- Local geography including the location of water mains, hydrants and the major fire hazards of the City
- Modern office practices, procedures, methods and equipment including computerized data entry and retrieval systems

Ability to:

- Effectively communicate with superiors and subordinates
- Make sound decisions and direct operations at the scene of a fire or emergency
- Plan, coordinate and organize training activities and develop procedures for departmental improvement through the distribution of information
- Properly interpret and make decisions in accordance with laws, regulations and policies
- Administer and evaluate suppression, prevention and emergency medical programs
- Prepare and administer a Departmental budget
- Supervise, train and evaluate assigned personnel
- Establish and maintain effective working relationships with those contacted in the course of work

EDUCATION and/or EXPERIENCE

Associate's degree in Fire Science, Management, Public Administration, Human Resources Management or equivalent from an accredited college or technical school; eight years of

municipal fire suppression experience, five of those as Captain or above; or equivalent combination of education and experience.

CERTIFICATIONS

Possession of a valid EMT certificate.

Possession of a valid Firefighters certificate.

Must have at the time of hire and be able to maintain a valid Arizona driver license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, risk of electrical shock, explosives, risk of radiation and vibration. The noise level in the work environment is usually moderate.